

GUIDELINES FOR SUBMITTING A PROJECT SUBSTITUTION OR PROJECT CHANGE

Project substitutions are defined as selecting a new roadway or structure where LRIP funds will be programmed.

Project changes are defined as modifications to the improvement type, termini or LRIP funding amount.

General Requirements

- Substitutions are allowed for projects in TRIP, MSIPLT, MSIPGT, CHIP and CHIP-D, but **not** for TRIP-D and MSIP-D projects.
- Substitutions and project changes for CHIP-D have to be approved by the CHIP-D Committee.
- Substitutions for TRIP and MSIPLT projects have to be approved by the TRIP/MSIPLT Committee.
- Beginning with the 2004-05 LRIP cycle, only **one** project substitution on a LRIP project is allowed. If the substitute project is not built, then the funds are returned to the LRIP appropriation and redistributed in the next program cycle.
- Project changes are not capped at one per project.

Instructions

A substitution/project change application (LINK) must be completed for all substitutions and project changes.

- ◆ Check either Substitution or Project Change
- ◆ If you check Substitution, fill in the current project number and then fill out all fields the same as a new application (instructions are found in your information packets)
- ◆ If you check Project Change then fill in the current project.
 - Not all fields need to be filled in for project changes, only those pertinent
 - Choose a component
 - Fill in County and Community
 - Fill in Contact Information
 - Fill in On Route
 - If you are changing project type, check new type
 - If you are changing the beginning or ending point of the project, fill in the At Route, Toward Route, Offsets if applicable and Project Length
 - If you are changing proposed improvement, fill in Need for Improvement. Also fill in any changes to Pavement Type, Pavement Thickness, Typical Lane Width and Typical Shoulder Width associated with proposed changes
 - If you are changing estimated program costs, fill in all fields applicable with new total

Once you completed the application

- ◆ Submit a letter to the County Highway Commissioner with the reason for the modification along with the completed application. For substitutions only, include the signed Terms and Conditions and a new location map.
- ◆ After the Commissioner reviews the application and concurs with the modification, the Commissioner will then sign the bottom of the form authorizing the modification and forward to WisDOT.
- ◆ WisDOT will make the modification and forward copies to the local community and the Commissioner. WisDOT must approve substitutions **PRIOR** to awarding your contract. Projects completed without notifying WisDOT of the substitution will not be reimbursed.